

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DOT1073264**

Date Posted: **07/05/11**

POSITION NO: **241717**

Closing Date: **07/18/11**

CLASS CODE: **4143**

POSITION TITLE: **Laborer**

DEPARTMENT NAME: **Navajo Department of Transportation/Road Maintenance Administration**

DEPARTMENT NO: **111** WORKSITE LOCATION: **Two Grey Hills, New Mexico**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R55A**

Days: **Monday-Friday**

Permanent: ☒

SALARY:

Hours: **8:00 AM to 5:00 PM**

Temporary: ☐

Duration: \_\_\_\_\_

\$ **17,555.20** Per Annum

Part-Time: ☐

No. of Hrs/Wk: **40**

\$ **8.44** Per Hour

**DUTIES AND RESPONSIBILITIES:**

Field work: Work in the field assisting Heavy Equipment Operators with road and highway maintenance. Using hand tools and power tools maintaining dirt roads, graveled roads, and highways. Assist in providing general maintenance on heavy road maintenance equipment. Assist in providing routine fuel and oil maintenance, tire maintenance, cleaning heavy equipment, etc. During road maintenance activities, assist the Heavy Equipment Operators as flag bearers/personnel and safety control and guide traffic through road maintenance activities. Responsible for keeping personal records of field activities. Maintains electronic & hard copy files & database of all work activities. Assist in maintaining projects schedules and deadlines, Submit written narrative reports; bi-weekly and monthly. Keep abreast of changing laws, policies, procedures, guidelines, and standards of the industry by attending seminars, conferences, trainings, and meetings.

**QUALIFICATION REQUIREMENTS:**

**Education, Training and Experience:**

Six (6) months of general construction or warehousing experience. *(to receive full credit for education/training applicant must submit copies of college transcript, certificate, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of basic tools used in construction & maintenance of facilities. Ability to understand and follow verbal and written instruction. Work requires extensive lifting, carrying, loading, unloading and transport equipment and supplies. Works extended periods of time in an outdoor environment.

**License/Certification Requirements:**

Must possess a Valid State Drivers License and obtain a NN Tribal Operators Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*